#### STANDARD PROCEDURE

CITY OF WILSON

SUBJECT

NUMBER

EFFECTIVE DATE

SUPERSEDES

Pandemic Safety Protocols

E-4

4/2022

New

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Prepared By: Human Resources

Approved By: Will Aycock, Greenlight General Manager

#### 1.0 Purpose

To safeguard the health of our employees and their families, our customers and visitors, and the community at large from officially declared pandemics or other emergency health threats. This policy will comply with all applicable laws.

### 2.0 Scope

All employees are covered by this policy.

# 3.0 Definitions

- 3.1 <u>Pre-hire requirements</u>: Completion of CDC approved treatments for pandemic or emergency health threat conditions.
- 3.2 <u>Exemptions</u>: Approved medical or religious accommodation requests, per policy guidelines.

# 4.0 Policy

- 4.1 All employees will follow the guidelines set forth in this policy.
- 4.2 Employees will follow any additional or modified departmental policies and practices that may not be specifically covered in this policy.
- 4.3 Employees will follow the medical guidance given by the Employee Health and Wellness Center (EHWC) staff, in accordance with City policy *C-16: Employee Health and Wellness Center*, as well as additional departmental guidelines, as applicable.
- Instances of actual or potential exposure, symptomatic illnesses or pending virus testing or other results related to a pandemic must be reported to supervisors <u>and</u> to EHWC staff immediately and/or prior to reporting to work if the potential issue initiated outside of work hours.
- 4.5 EHWC staff will follow CDC guidelines and Wilson Medical Center policy to determine appropriate safety measures and treatment options, as needed.
- 4.6 Per EHWC guidelines, employees with potential issues should not enter the wellness facility; call first and follow directions provided by medical staff. (Note: There may be times when a high volume of calls to the facility will require that you leave a message and wait for EHWC staff to get back to you).

### 5.0 Procedures

#### 5.1 Suspected Exposure/Positive Test Results

- 5.1.1 Employees who know or suspect they have been exposed to someone who tested positive, or are experiencing symptoms that may be applicable for any communicable disease that has been identified by the CDC as a pandemic, should use good judgment and take steps to minimize or prevent further spread.
  - 5.1.1.1 Employees should not report to work if potential exposure or symptoms exist, or if they are awaiting test results.
  - 5.1.1.2 Employees should notify their supervisors per existing City and departmental call-in policies and procedures.
  - 5.1.1.3 Employees and/or their supervisors should notify EHWC staff immediately upon learning of or suspecting an applicable case.

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- 5.1.1.4 EHWC staff will assess the situation and provide guidance to the employee regarding testing, length of absence, follow-up and return to work criteria. They will also manage contact tracing and provide guidance to departments, as applicable.
- 5.1.1.5 Employees absent for pandemic related reasons will contact EHWC for final clearance prior to returning to work.
- 5.1.1.6 All guidance given by EHWC staff will be followed, including masking, social distancing and other measures deemed medically advisable.
- 5.1.1.7 Supervisors should ensure EHWC staff is aware of any pandemic related absences, even if the diagnosis was made outside of work hours by another medical practitioner and/or as the result of at-home testing.

# 5.2 **General Preventive/Safety Measures**

- 5.2.1 Per CDC guidelines, employees are encouraged to take advantage of recommended treatments, included but not limited to, vaccines.
- 5.2.2 Employees should follow CDC guidelines to prevent the spread of communicable disease, including but not limited to, social distancing, hand washing, masking, cleaning and disinfecting.
- 5.2.3 Employees working in areas where close working conditions occur may need to take extra precautions to protect themselves and others.
- 5.2.4 Supplemental guidelines established by the department must be followed by applicable employees.

# 6.0 Administrative Guidelines

- 6.1 Employees who must be absent for testing, exposure or positive test results may be required to use their accrued personal time for the absence, in accordance with FLSA guidelines.
- 6.2 Where feasible and at the supervisor's discretion, employees may be allowed to work from home in lieu of using accrued time.
- 6.3 Documentation of testing results may be required for pandemic related absences. Procurement and handling of such documentation will align with regulatory guidelines for the applicable information. Falsification of required documentation provided to validate absences covered under this policy may result in disciplinary action, up to and including termination.
- 6.4 The City of Wilson may at any time implement additional/alternative measures not covered in this policy to manage immediate needs that may arise during pandemic situations.

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CITY OF WILSON				PERSONNEL MANUAL
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Prenared By: Human Recources		Annroy	red By: Will Ayrock	Greenlight General Manager

Prepared By: Human Resources

Approved By: Will Aycock, Greenlight General Manager

# **ACKNOWLEDGEMENT OF POLICY REVIEW**

I acknowledge that City of Wilson	policy <i>E-4: Pandem</i>	ic Safety Protocols v	vas reviewed with me.	
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Signature				
Printed Name	_			
Department	_			
Date	_			

Reviewer's Signature & Date (N/A if self-reviewed)